

Procedures for Altar Servers

Before the Liturgy

- ❑ Pray and prepare!
- ❑ Arrive 15 minutes before the mass for which you are scheduled.
- ❑ Sign-in and put on a cassock with a rope.
- ❑ Be sure Sacramentary is on the credence table.
- ❑ Be sure all candles that are needed are lit. The Easter Candle needs to be lit when there is a baptism scheduled at Mass and/or during the Easter season.
- ❑ Join other ministers in the gathering space and greet your friends.
- ❑ 5 minutes before Mass join the other ministers in the gathering space for prayer.
- ❑ Line up for entrance procession.
- ❑ Practice good hand hygiene. Cough or sneeze into a tissue or your upper sleeve, not your hands. You are encouraged to wash your hands with soap and water or use an alcohol-based hand sanitizer.
- ❑ Wear appropriate attire. Remember you are ministering in a Holy Place. Please be attentive to any wording that might be on your clothing and to any inappropriate clothing.

Entrance Procession

- ❑ Cross-bearer processes down the right side of the sanctuary. He/she processes the Cross to its place behind the presider's chair. He/she then goes to their seat.
- ❑ Candle-bearers process, one on the left side and one on the right side, down the sanctuary. They place their candles on the stands on either side of the cross. They then go to their seats.

Opening Prayer

- ❑ The server who carried the cross is responsible for the Sacramentary.
- ❑ When Father says, "Let us pray." this server goes to him with the Sacramentary.
- ❑ When finished, place the Sacramentary on the credence table and return to your seat.

Liturgy of the Word

- ❑ Be seated and participate by actively listening to the Word and responding with the assembly.
- ❑ Immediately after the second reading the two candle-bearers go get their candles and wait behind Father's chair. When he stands and goes to the altar follow him, one on either side. When the presider or deacon gets the Book of the Gospels, **the candle-bearers lead the procession to ambo.** The candle-bearers stand on the line behind the ambo. They hold their candles as the Gospel is proclaimed.
- ❑ After the Gospel the candle-bearers place their candles on the stands near the baptismal font, go down the steps and return to their seats.

Preparation of the Gifts

- ❑ When the song begins, candle-bearers take the Chalice with Purificator, the water cruet and the Sacramentary to the altar. Place them on the end of the altar.
- ❑ They then go get their candles from near the ambo and go to the gathering space. When the presider/deacon goes to altar to receive the gifts the servers lead the procession of gifts to the altar.
- ❑ Once at the altar the candle-bearers place their candles on the stands near the altar.
- ❑ The candle-bearers go immediately and get the bowl and towel. Go to the altar and wait for Father. He will wash his hands. One server will need to take the water and pour some water for him.
- ❑ When he is finished, return items to the Credence table and return to your seats.

Liturgy of the Eucharist

- ❑ Participate in all sung and spoken responses and acclamations.
- ❑ At appropriate time, exchange the sign of peace with each other and some assembly members.
- ❑ At the Lamb of God help the Eucharistic Ministers bring 7 cups and purificators and 2 – 3 plates to the altar. Then stand behind the presider.
- ❑ After receiving the Body and Blood of Christ the Cross-bearer goes with Father and holds his plate and the others go with a Eucharistic Minister to hold their plate.
- ❑ After Communion, remove all items from the altar and place them on the Credence table.
- ❑ Be seated.
- ❑ When Father says, "Let us pray." the cross-bearer brings the Sacramentary to him. When he is finished, return to your seat.

Concluding Rite

- ❑ When closing song begins the Cross-bearer gets the cross and goes to the front of the altar.
- ❑ When closing song begins the candle-bearers get the candles and go to the front of the altar, one on either side of the cross.
- ❑ When the second verse of the song begins, the cross-bearer leads the procession out.

After the Liturgy

- ❑ Put cross on stand in gathering space.
- ❑ Put candles in stands near the cross.
- ❑ 5:00, 10:30, and 5:30 servers – extinguish all candles.
- ❑ Hang up cassock in Sacristy.

Words you need to know:

Ambo: Where the Proclaimer reads.

Candle Lighter/Extinguisher: Long or short brass instrument used to light and /or extinguish candles.

Chalice: Cup that Father uses. Very decorative. Different than the others.

Credence Table: Side table where cups and plates are stored.

Cruet: Small bottle that is used for the water.

Easter Candle: Tall candle located near the baptismal font.

Purificator: Cloth used to wipe cups after each communicant.

Sacramentary: Red book with prayers in it.

Vesting Sacristy: Room where ministers dress and prepare for liturgies.

Working Sacristy: Room where communion vessels are cleaned and stored and miscellaneous things are stored.